

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, January 4, 2012
SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC**

Mission Statement:

*“Sooke Parks & Recreation Commission creates recreational opportunities for the public through the planning, development, provision and operation of recreational facilities, programs and activities with a focus on the people of the Sooke and Juan de Fuca Electoral Area”
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: J. Perkins (Chair), D. Bishop (Vice Chair), W. Milne (Sooke Director), M. Hicks (JDF Director), B. Berger, P. Grove
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, L. MacDonald, Recording Secretary
Absent: C. Richardson
Public: 0
Press: 0

1. CALL TO ORDER

The SEAPARC Manager called the meeting to order at 6:32 pm.

2. ELECTION OF CHAIR/VICE CHAIR

The SEAPARC Manager called for nominations for the position of Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2012 and Commissioner Perkins' name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Perkins was declared Chair.

The SEAPARC Manager called for nominations for the position of Vice Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2012 and Commissioner Bishop's name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Bishop was declared Vice Chair.

3. ADOPTION OF AGENDA

The following additions were made to the Agenda:

5. Correspondence:

- b) Sherri Smith, Sooke Sensations Skating Club re: Provincial Competition Financial Assistance

12. New Business:

- b) Arena WIFI
- c) Hot Chocolate
- d) Arena Music System

MOVED by Commissioner Hicks, **SECONDED** by Commissioner Berger that the agenda be approved as amended. **CARRIED.**

4. APPROVAL OF THE MINUTES OF November 8, 2011

MOVED by Director Evans, **SECONDED** by Director Hicks that the minutes of November 8, 2011 be approved. **CARRIED**

5. CORRESPONDENCE

a) **Sonia Santarossa, CRD re: Videotaping of CRD Meetings**

A letter from Sonia Santarossa, CRD Manager of Legislative Services, was reviewed. The letter is in response to a request for information on CRD procedures regarding the videotaping of CRD public meetings. Ms. Santarossa noted that there are currently no provisions in Bylaw No. 3708 "Capital Regional District Board Procedures Bylaw, 2010" (which lays out the procedures to be followed by CRD Board, committees and commissions) that would restrict the videotaping or recording of public meetings.

Discussion regarding various issues related to videotaping highlighted concerns for personal privacy and the need for accountability. The Chair noted that he has no objection to the videotaping of Commission meetings. His objections are related to the:

- 1) accountability, or lack thereof, of the person videotaping a meeting. He suggested that the videographer should be required to supply their name, address/contact information. If the videographer is being paid to film the meeting, they should be required to supply the name and contact information of the person(s) that hired them;
- 2) authority, or lack thereof, of the Chair to request this information from public attendees.

The Commission will review Bylaw No. 3708 and revisit this item at the next Commission meeting with the possible goal of seeking an amendment of the Bylaw itself.

b) **Sherri Smith, Sooke Sensations Synchronized Skating Club re: Provincial Competition Financial Assistance Request**

In support of the Sooke Sensations Synchronized Skating Club participation in the 2012 provincial championships in Surrey, a donation of \$200 is approved to assist with travel costs.

5. STAFF REPORTS

a) **Staff News**

Staffing

SEAPARC is pleased to welcome Colleen Høglund as the new Community Recreation Coordinator. Colleen has extensive experience in many of areas of recreation and programming. She was the Recreation Program Manager for the Northern Rockies Regional Municipality in Fort Nelson for several years and most recently worked at West Shore Parks & Recreation as Community Recreation Coordinator.

Aquatics

Both revenue and registration in registered programs have increased since the fall of 2010. Registrations have increased by 18% with 604 children and adults participating in the Red Cross learn to swim program this fall.

SEAPARC's Master Swim Team, coached by Jennifer Bell, competed in their first swim meet in Nanaimo and finished 5th out of 19 teams in overall points.

Recreation

Revenue remained the same compared to fall 2010, however program registration increased by 15%.

The new "Girls Just Wanna Have Fun" weekly evening program has been a huge success led by Youth Council member Emily Percival-Patterson and partially funded by the a grant from Promotion Plus and KidSport.

Special Events

SEAPARC was once again a host venue (along with the Prestige Hotel) for the 3rd annual Festival of Trees fundraiser for BC Children's Hospital. SEAPARC's Christmas tree entry themed "Our Community" (created by Aquatic staff members Elizabeth Olsen and Jennifer Bell) was judged the best decorated tree.

Community Recreation Grant

An application has been made to the Province of BC for a Community Recreation Grant to assist in the building of a multi-use sport court on SEAPARC property. Total application cost is stated to be \$710,000 including a \$528,000 grant, \$132,000 Commission contribution for eligible costs and a \$50,000 amount to cover ineligible costs. The Commission's Capital Plan has been revised to reflect a \$182,000 contribution to the project. A decision on the application is expected by the end of February, 2012.

Arena Roof and Building Envelope Review

Receipt of the final report on the roofing and building envelope review is expected soon. The report has been delayed due to contractor staffing shortages.

BC Hydro Energy Audit

As part of the CRD's ongoing efforts to promote the efficient use and conservation of energy in buildings/facilities, the CRD has identified a number of energy intensive buildings and it is proposing to conduct an energy audit and feasibility study for these facilities, including the SEAPARC Leisure Complex.

The main objective of this project is to identify, analyze and recommend cost-effective solutions to improve inefficient systems which include lighting, HVAC and ice rink refrigeration, and increase the reliability and energy efficiency of these facilities. The study is expected to be carried out during March/April 2012.

Commissioner Berger inquired into the status of the new arena dehumidifier and the loud noise it has been making. The dehumidifier has had ongoing issues since the initial installation. A new motor has now been installed, under warranty, and the system appears to be much quieter.

b) SEAPARC Bus Replacement

The SEAPARC Manager provided a brief history of the 24 passenger SEAPARC bus originally purchased through a donation from the Rotary Club of Sooke. After months of ongoing mechanical difficulties, the vehicle was deemed unsafe by the CRD Fleet Manager and it was sold at auction for parts in December, 2011. Until a suitable replacement can be found, SEAPARC is renting a 15 passenger van from CRD Fleet Services for \$600 per month.

A 24 passenger bus is required to operate summer & spring break camps as well to run our After School Care programs. The CRD Fleet Manager has been researching the purchase of a new bus and has located a suitable vehicle at a cost of \$60,000.

MOVED by Director Milne, **SECONDED** by Director Hicks, that Staff investigate purchasing a new 24 passenger bus in 2012.

While the Commission generally supports the purchase of a new vehicle, it is concerned with the costs involved. Discussion followed on exploring alternatives to defray costs including leasing a vehicle, selling advertising space on the vehicle, seeking donations, etc. Director Hicks requested that vehicle specifications be made available to the Commission members. Staff are to report back with their findings at the February meeting.

MOVED by Director Hicks, **SECONDED** by Director Milne to amend the main motion to insert the words "or leasing" after "purchasing".

CARRIED.

The question was called on the main motion as amended and it was

CARRIED.

8. YOUTH MEMBER REPORT

9. CHAIR'S REPORT

The Chair congratulated Director Milne on his election as Mayor and welcomed him to the Commission.

The Chair noted the success of the Festival of Trees event again this year and thanked the organizers for their initiatives in fundraising for the BC Children's Hospital while also creating a festive atmosphere at the facility.

10. Director's Report

Director Hicks stated how pleased he is with SEAPARC's accomplishments in the past three years while maintaining tight control of the budget and not increasing taxes.

Director Milne reiterated Director Hicks' comments. He reported on the very positive feedback he'd received about SEAPARC during his mayoralty campaign and noted that many of these comments came from seniors using the facility. Director Milne looks forward to working with the Commission in the future.

11. OLD BUSINESS

12. NEW BUSINESS

a) Commission Orientation

The SEAPARC Manager provided the Commission with a handout outlining possible topics for discussion at a future orientation/information session. The Manager asked the Commission to provide feedback to Staff at the February meeting whether they wish to have an orientation session and if so, what they would like covered during the session.

Discussion followed on various issues including the development of a Master Plan for the facility, outreach to other area recreation providers and creation of an inventory of recreational offerings. Director Milne pointed to the work underway by the Cultural Action Group to inventory cultural and recreational offerings in the area.

Director Bishop reported that many Sooke Soccer Club parents are concerned with the state of the playing fields at Fred Milne Park. Commissioner Berger explained that the Sooke Community Association is strictly a volunteer agency that had the great foresight in to purchase property for future community and recreational use. The Association has no funds available to upgrade their properties. It is expected the cost of an all-weather turf field would be well over \$1 million dollars. Director Hicks stressed the need for good infrastructure planning to be in place should future grant opportunities become available.

b) Arena WIFI

Director Hicks suggested that an amplifier be installed to boost the existing WIFI service into the Arena bleachers area.

c) Concession Hot Chocolate

Director Hicks suggested that hot chocolate powder packets be acquired as a backup in case the hot chocolate machine were to breakdown.

d) Arena Music System

Director Hicks suggested that the upstairs music box be cleared of items currently stored in the space so that Sooke Minor Hockey Association parents can utilize the audio equipment to play music during hockey games.

9. ADJOURNMENT

The meeting adjourned at 8:20 pm

Jim Perkins, Chair

Lynn MacDonald, Recorder